



TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of Human Resources

Deputy Town Clerk Job Description

Job Summary

This is an appointed position overseen by the Town Clerk. The Deputy is responsible for all duties as directed by the Town Clerk in accordance with established State laws and Town ordinances. The Deputy has the authority to sign official documents, “a deputy town clerk ... shall be qualified in the same manner as the town clerk and ... shall perform all the duties of the town clerk in case of his or her absence by sickness, resignation, or otherwise subject to the provisions of RSA 669:65.” RSA 41:18. The Deputy does not authorize purchases affecting the budget except in the case of extended absence of the Town Clerk.

Supervision Received

Town Clerk

Supervision Exercised

Town Clerk Department Staff (in absence of Town Clerk)

Examples of Duties and Responsibilities

- Registers and titles motor vehicles, including the issuance of plates and decals, and accepts fees for DMV. Must produce any necessary reports for balancing the drawer at end of day.
- Records vital statistics, including births, deaths, and marriages. Issues certified copies of records for the general public.
- Issues permits and licenses in accordance with State laws and Town ordinances, including marriage intentions and licenses, dog licenses; collects and records fees.
- Accepts payment of fines issued by Animal Control.
- Helps to prepare for municipal, State, and national elections; accepts voter registrations.
- Aids the public in performing genealogical searches.
- Communicates effectively with the public regarding questions of law, procedures and Town information.
- Reviews and processes the filing of wetland applications; collects and records fees.
- Processes monthly Motor Vehicle renewal letters
- Processes yearly dog license reminder letters and subsequent second notice.
- Prints weekly dog licensing list and forwards it to the police department.
- Orders supplies as follows:
 1. DMV forms, plates and decals
 2. Vital Records forms
 3. Prepares office supply order for approval of Town Clerk
- Assists with daily deposits and posting of Town and State paperwork.
- Pursues payment for checks returned by financial institutions for non-sufficient funds, etc.



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The Job Description lists typical examples of work and is not intended to include every job duty or task and responsibility specific to a position. An employee may be required to perform other duties not listed provided such duties are characteristic of the position.

Knowledge, Skills, and Abilities

- An associate degree in Business or equivalent job experience required. Experience in customer service preferred.
- Duties require knowledge of business administration, office management, and record keeping. Accuracy in typing and math skills essential.
- Able to learn state and local laws governing elections, motor vehicle registration, licensing, vital statistics and related laws governing operations of Town Clerk's office. Able to earn Town Clerk Association certificate and other related certifications.
- Knowledge of Town organization.
- Knowledge of office practices and procedures, particularly records maintenance.
- Ability to communicate effectively both verbally and in writing; to establish positive public relations for the department; and to interact with a wide variety of people.

This job description does not constitute an employment agreement between the employer and the employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

Working Conditions and Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

For communicating with others, talking is required; for receiving information and instructions from others, hearing is required; and for doing this job effectively and correctly, sight is required, specifically, close vision and the ability to adjust focus. Required to sit for extended periods, stand frequently, use hands and finger, handle, and feel objects or controls, reach with hands and arms, bend, and lift and/or move 25 pounds or less.

The Deputy Town Clerk must be able to multitask and be able to deal with difficult people and situations. The noise level in the office environment is usually noisy, making communications a challenge.



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Primary Physical Requirements	Other Physical Considerations								
Lift up to 10 lbs.: Frequently required. Lift up to 25 lbs.: Occasionally required. Lift 26 to 50 lbs.: Rarely required. Lift over 50 lbs.: Rarely required.	Twisting: Frequently required. Bending: Frequently required. Crawling: Rarely required. Squatting: Rarely required.								
Carry up to 10 lbs.: Frequently required. Carry 11 to 25 lbs.: Occasionally required. Carry 26 to 50 lbs.: Rarely required. Carry over 50 lbs.: Rarely required.	Kneeling: Rarely required Crouching: Occasionally required. Climbing: Rarely required. Balancing: Rarely required.								
Reach above shoulder height: Occasionally required. Reach at shoulder height: Frequently required. Reach below shoulder height: Frequently required.	Work Surface(s) Indoor surfaces; may include uneven surfaces.								
Push/Pull: Frequently required									
Hand Manipulation									
Grasping: Frequently required. Handling: Frequently required. Torqueing: Rarely required Touching: Frequently required. Controls and Equipment: Standard office equipment	During an 8 Hour Day Employee is Required to: <table> <tr> <th><u>Consecutive Hours</u></th><th><u>Total Hours</u></th></tr> <tr> <td>Sit: approximately 3</td><td>Up to 8</td></tr> <tr> <td>Stand: approximately 4</td><td>Up to 8</td></tr> <tr> <td>Walk: approximately 1</td><td>Up to 2</td></tr> </table>	<u>Consecutive Hours</u>	<u>Total Hours</u>	Sit: approximately 3	Up to 8	Stand: approximately 4	Up to 8	Walk: approximately 1	Up to 2
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